



# ESEA Consolidated Monitoring Document Submission Procedures

2019-20

**Wisconsin Department of Public Instruction**  
Carolyn Stanford Taylor, State Superintendent  
Madison, Wisconsin

## Overview of the ESEA Monitoring Google Site

The Wisconsin Department of Public Instruction (DPI) created a Google Site that will function as the central location for each Local Educational Agency (LEA) to both view the 2019-20 monitoring requirements and upload the corresponding required documentation into Google Drive. The Google Site contains the same requirements found in the [ESEA Monitoring Guidance Document](#). The home page (in the screenshot below) contains basic information and helpful resources to aid LEAs in completing the monitoring requirements.

**ESEA Monitoring Document Submission**

Click on this link to access the DPI's Shared Google Drive. The Shared Google Drive is where the LEA will upload all the required documentation.

[Click Here to Access the Google Drive Submission Folder for Abbotsford School District](#)

Last day to submit documents: TBD

Abbotsford School District

On-site Monitoring Visit:

Date: TBD

Time: TBD

**Monitoring Team:**

DPI Monitoring Team to be determined. Contact information will be updated here once team has been finalized.

**ESEA Monitoring Coordinator:**

Connie Shomberg  
(608) 266-7283  
[constance.shomberg@dpi.wi.gov](mailto:constance.shomberg@dpi.wi.gov)

**Monitoring Website Assistance Contact:**

Cody Oltmans  
(608)-266-2489  
[dakota.oltmans@dpi.wi.gov](mailto:dakota.oltmans@dpi.wi.gov)

**Each Title has its own section of requirements. Use the sidebar on the left to navigate between sections to view the different requirements**

**The contact information for the DPI staff that will be working with your LEA will be posted here**

LEAs can use the sidebar on the left to navigate to different pages in the Google Site. Each page mirrors the different sections of the ESEA monitoring guide. Refer to the **“Uploading Required Documentation for ESEA Monitoring”** section for instructions on using the site to upload documentation.

The screenshot shows a Google Site interface for ESEA Monitoring. On the left is a dark sidebar with a navigation menu. The main content area on the right has a white background. A red box highlights a section of the page, and a red arrow points from the sidebar to it. A text box with a red arrow points to the first folder in the list.

**ESEA Monitoring Document Submission**

- \*How to upload documents
- \*Overview
- Consolidated Requirements**
  - 01. LEA Needs Assessment
  - 02. Professional Development Plan
  - 03. Private School Equitable Participation
  - 04. Parents' Right to Know Provisions**
  - 05. Public Reporting Provisions
  - 06. Fiduciary Responsibility
- Title I, Part A
- Title II, Part A—Teacher & Principal Training & Development

assessment and language-related accommodations their child is entitled to; in the case of a child with a disability, how such language instruction education program meets the objectives of the individualized education program of the child, as described in section 614(d) of the Individuals with Disabilities Education Act.

4.e. If applicable, description of the process used to obtain parent consent for mental-health services for the child.

4.f. If applicable, communication regarding student assessment participation.

**At the bottom of each sub-page is an embedded link to a Google Drive folder that is shared between the LEA and the DPI. There is a folder for each requirement listed under that section. Clicking on the folder will bring the LEA into the shared Google Drive, where they can upload the appropriate documentation and it can be reviewed by the DPI.**

Upload required documentation under the appropriate folder below:

**The naming convention on the folders matches the requirements listed in the ESEA Monitoring Guidance Document.**

TITLE	LAST MODIFIED
4.a. Communications concerning parents right to inquire about...	Oct 26 Dakota Oltmans
4.b. Communications for when child taught by non-highly qual...	Oct 26 Dakota Oltmans
4.c. Communications concerning level of achievement	Oct 26 Dakota Oltmans
4.d. Communications concerning language program participa...	Oct 26 Dakota Oltmans
4.e. Process used to obtain parent consent for mental-health ...	Oct 26 Dakota Oltmans
4.f. Communication regarding student assessment participati...	Oct 26 Dakota Oltmans

DPI created a Google Drive folder for the required documentation for each LEA. If an LEA clicks on any of the folder icons in the Google Site, it will direct them to a shared Google Drive location. **The LEA does not need to create any new folders, as there is already an existing folder for each piece of required documentation needed.** The LEA will simply need to upload documentation into the correct folder.

*Below: The left is a screenshot of Section 4 from the ESEA Monitoring Guidance Document. The right is a screenshot of the Google Drive folder structure, which matches the ESEA Monitoring Guidance Document.*

The left screenshot shows a Word document titled "Working Draft 2018 ESEA Monitoring Guidance.doc" in Read-Only mode. Section 4, "Parents' Right to Know Provisions", is highlighted. The text under this section includes a requirement for LEAs to have processes for timely implementation of parents' right to know provisions, and a list of required documentation items (4.a through 4.e). The right screenshot shows a Google Drive folder structure for "I2018-19 ESEA Monitoring TEMP...". The folder "4. Parents' Right to Know Provisions" is highlighted, and its sub-folders (4.a, 4.b, 4.c, 4.d, 4.e) are also highlighted. Red arrows point from the document sections to the corresponding folders in the Drive structure.

# Uploading Required Documentation for ESEA Monitoring

## File types

DPI will accept Microsoft documents (including Word and PowerPoint presentations), PDF files, plain text files, and standard image types (jpeg, gif, png, tiff, etc.). Also acceptable are Google Docs, Google Sheets, or Google Slides. Google documents will be copied under DPI ownership when the folder is locked after the submission periods. This is to ensure that DPI is able to retain submitted documents in their original form for the required retention period.

If an LEA chooses to upload a different kind of file type, please contact ESEA Grants Specialist, Cody Oltmans, at [dakota.oltmans@dpi.wi.gov](mailto:dakota.oltmans@dpi.wi.gov) to verify that DPI will be able to access the file. **Regardless of file type, please be sure to title all documents clearly to avoid confusion and simplify the review process.**

## Exemption from Requirements

DPI customized the folders for each LEA. The LEA will only see folders for the sections the LEA is required to submit documentation. For example, if an LEA does not receive Title III funding, the collection folders for Title III related requirements would not appear. If an LEA believes that they do not need to submit documentation for a folder that is present in their Google Drive, they should upload a document with a brief explanation of why they should be exempt from that requirement.

## For questions about uploading documents, please contact:

Cody Oltmans, Grants Specialist

[Dakota.Oltmans@dpi.wi.gov](mailto:Dakota.Oltmans@dpi.wi.gov)

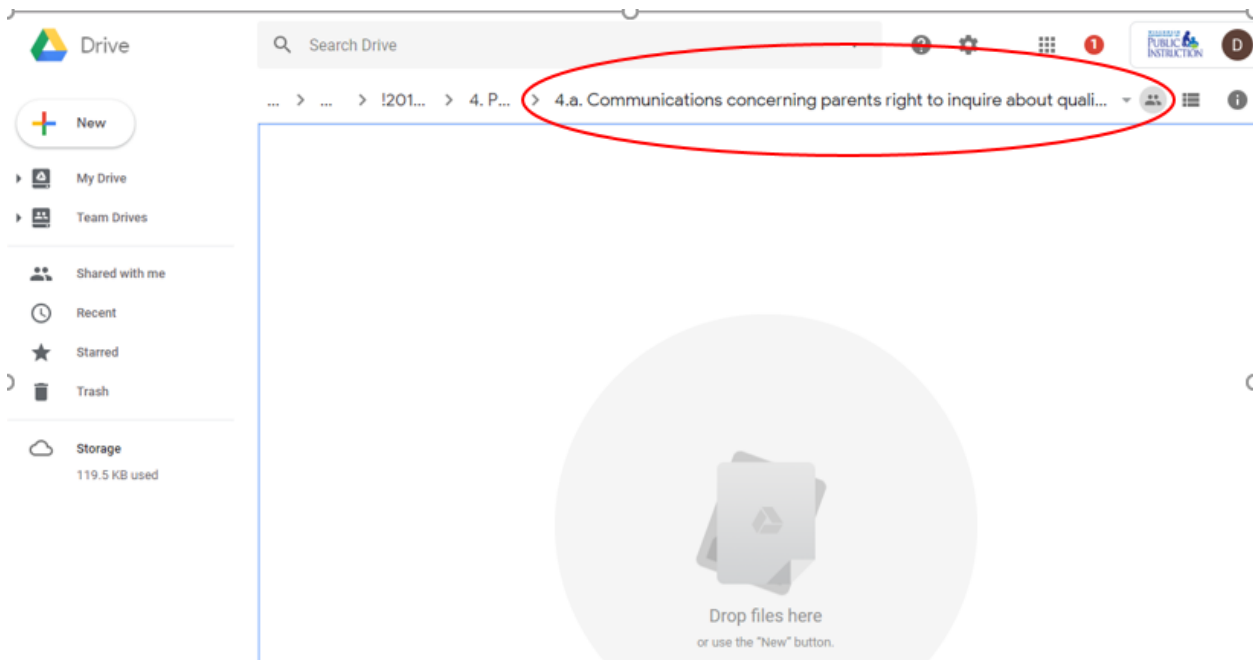
608-266-2489

## Uploading Documentation

1. Identify the folder in the Google Site that corresponds to the piece of required documentation you are submitting and click on the folder.

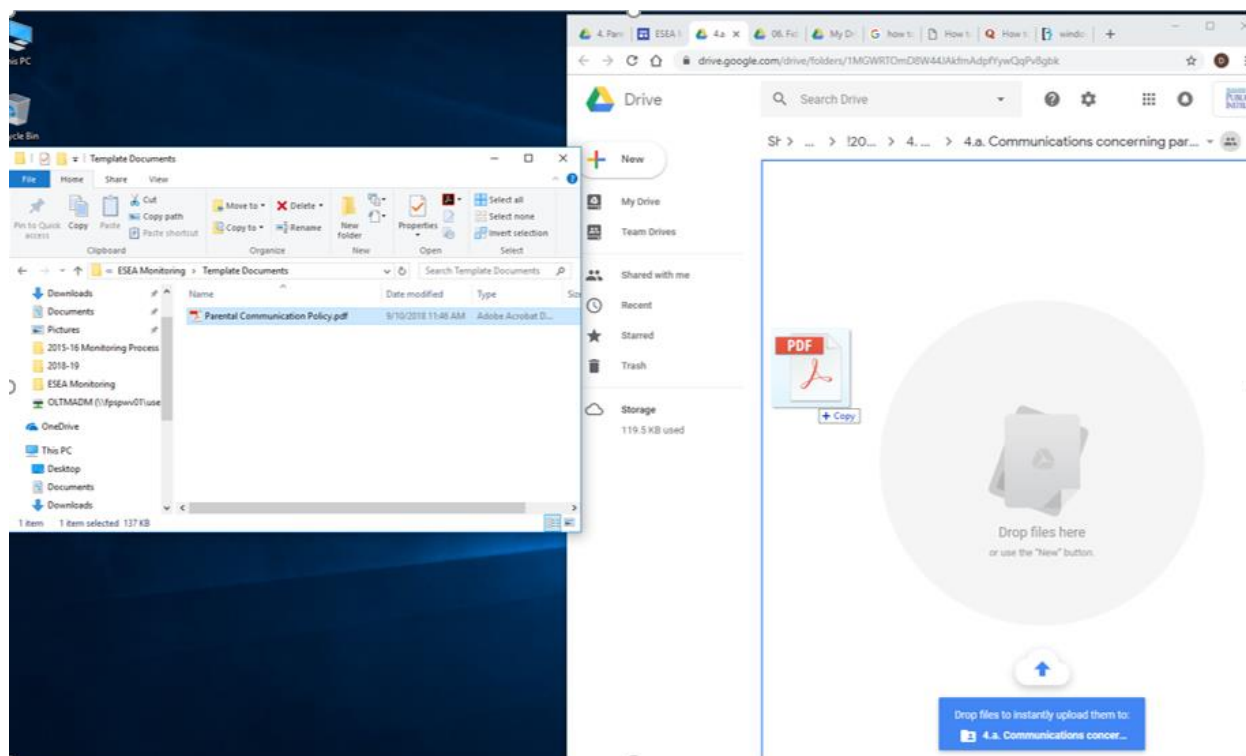
TITLE	LAST MODIFIED
4.a. Communications concerning parents right to inquire about...	Sep 7 Dakota Oltmans
4.b. Communications for when child taught by non-highly qual...	Sep 7 Dakota Oltmans
4.c. Communications concerning level of achievement	Sep 7 Dakota Oltmans
4.d. Communications concerning language program participa...	Sep 7 Dakota Oltmans
4.e. Process used to obtain parent consent for mental-health ...	Sep 7 Dakota Oltmans

*This will take you to the DPI's shared Google Drive location. The folder will be empty until you upload documents.*



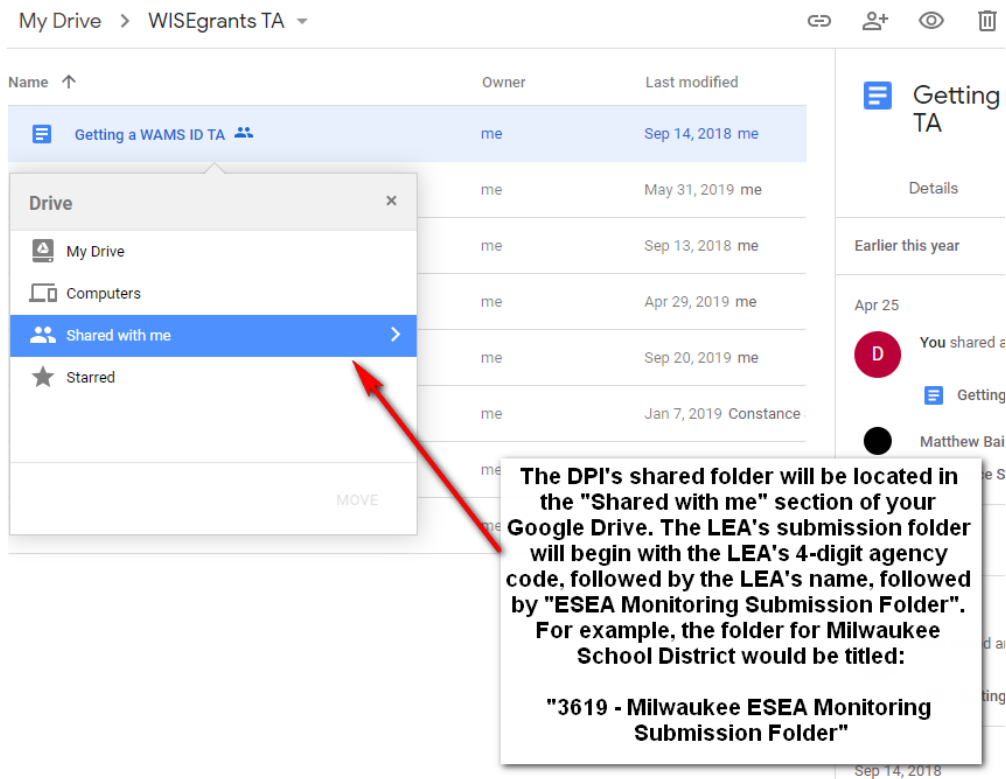
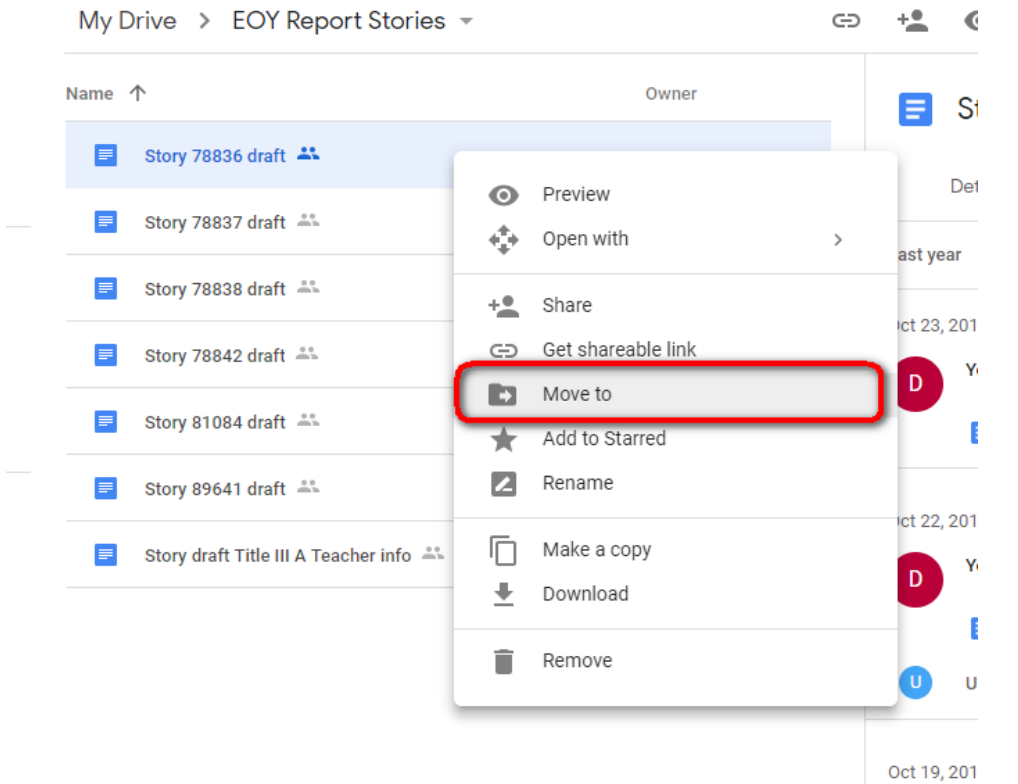
2. Once in the Google Drive folder, upload the appropriate files. The easiest way to upload files is to drag the files where they are stored on your computer and drop them into the Google Drive folder.

*NOTE: If an individual document applies to more than one requirement, upload the document under each relevant requirement.*

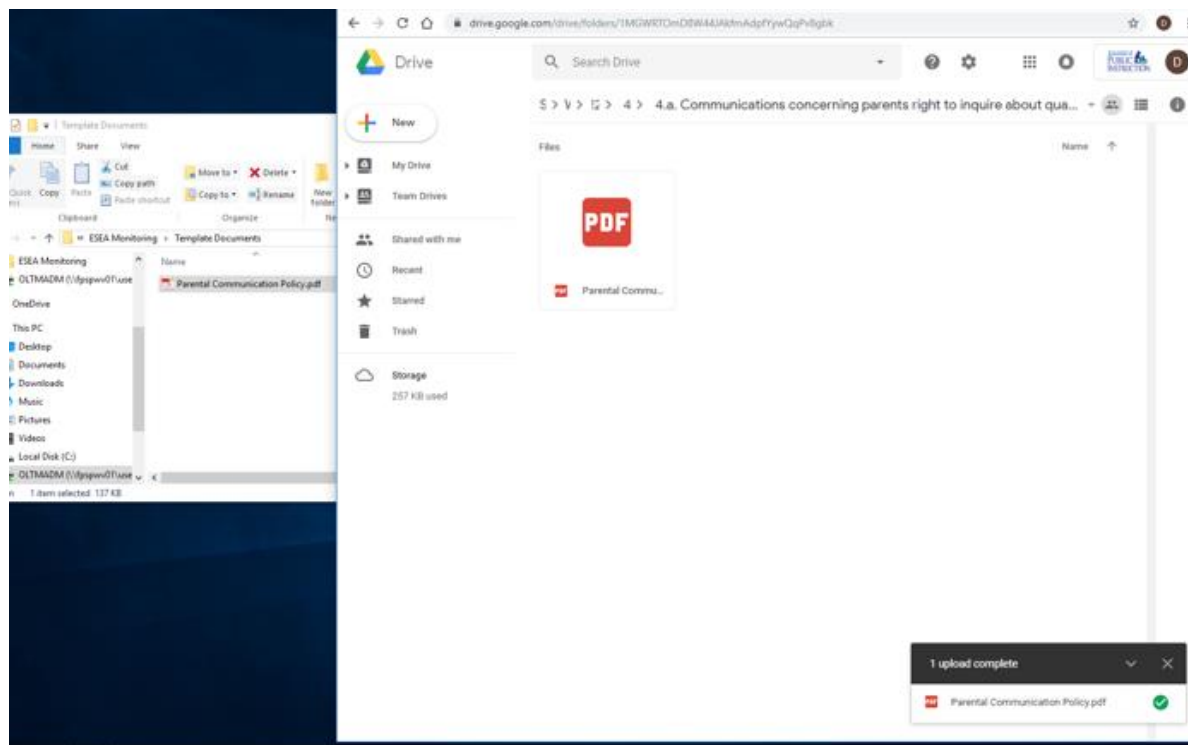


If your team is storing files in a separate Google Drive folder, you can also use Drive's "Move to" function to move the files into the DPI's shared Google Drive location. Please note that this will move the file out of the original folder. To maintain the file in the original folder, you can make a copy of the file prior to using the "Move to" option.

*Note: Depending on the sharing settings of the file in question (i.e. if you are operating in a shared folder and are not the document owner), you may not see the "Move to" option. By right-clicking the file you wish to move and selecting "Make a Copy", you can duplicate the original file. You will then be the owner of the copied file, and should be able to move it into the appropriate location.*



3. Once the file is uploaded into the shared folder it can be viewed by both the LEA and DPI. The LEA will have until five weeks prior to the on-site monitoring visit to add, remove, and edit the files in the shared folders. Once this date has passed, DPI staff will lock the folders, limiting LEA access to view-only.



Once the LEA uploads all required documentation into the correct folders, document submission is complete!

**Note:** Many district staff will have Google Drives that are extremely full and cluttered with documents. To easily locate the Monitoring Google Site in your Drive, simply type “ESEA Monitoring Collection Tool” into the search bar at the top. To easily locate the Shared DPI Folder, simply search “ESEA Monitoring Submission Folder.”

